



Fulford School

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July 2019

Dear Parent/Carer

School Lockers

I write to give details of changes to our student locker provision that will take effect from September 2019. Designed to offer more flexibility to both students and parents, these changes will provide a greater supply of lockers within the school, ensure efficiency of administration while remaining cost effective and sustainable for the school.

With the growing success of the school, the current locker service does not meet the student demand and is also unsustainable for the school to operate due to the staff time and cost involved in running this. In light of this, and to ensure we are able to offer an efficient locker rental service within the school, we will move to lockers being provided and maintained by ILS from September. Under this new arrangement, lockers will be available for rental on an annual basis for a £22 fee from ILS directly. This fee will cover the supply and maintenance of the locker and the provision of a locker key for each student. The nature of the lockers supplied under this new system will mean that we can increase locker supply, substantially reduce the 'locker blocking' where students rent lockers for several years and do not use them, and we can site our Year 7 lockers within a convenient central area rather than having these dispersed throughout the site. Changing the operation of this service will mean the school will no longer be subsidising locker provision and directing administrative time into the maintenance of lockers. Instead we will be able to directly invest this time and money into other areas of school life that will improve the quality of the education experience for all our students.

The enclosed letter gives details of the operation of the new system. Lockers will now be booked via the ILS website with the company taking full responsibility for the operation of this service. Should any parents require support with online booking or using card payment then please contact the school office for assistance. Please note that financial support for locker rental is available to students eligible for pupil premium funding.

Current Students with Lockers

Where existing students currently have lockers, we will refund the balance of any remaining rental already paid for. The cost of the key deposit will also be refunded once the student has cleared their locker and returned their key. We will accept returned keys from the 1 July 2019 and we will pay the refund directly to the students **in cash** upon receipt of the key. If you do not want your child to be given the refund in cash – please write into the school and request a cheque for the amount due. Please note that refunds via parent pay are not possible as our lockers were not paid for via this system.

We will require all keys to be returned and all lockers to be emptied by the 15 July to enable our current lockers to be cleared and the new system to be installed ready for September. Please note that we cannot guarantee we will be able to issue refunds or access property stored in lockers after this point.

Key Dates

1 July	Keys accepted and refund <u>in cash</u> given to students for emptied lockers from this date
15 July	Lockers to be emptied by this date – no further refunds given after this date

Thank you for your support in this.

Yours faithfully

Sam Bradford – School Business Manager